

**MADISON COUNTY BOARD OF HEALTH**  
**Special Meeting Minutes**  
**March 11, 2014**

On Tuesday, March 11, 2014, a meeting of the Madison County Board of Health came to order at 4:47 p.m. in the Public Health Department, located at 7 Placer Loop, in Virginia City, Montana.

Those people in attendance at the meeting were Douglas B. Young, Chair, RD Marks, Dayna Leavens, Ke'lah Savage, David Schulz, Jim Hart, Dan Happel, Rachel Crismore, Christine Durham, Lilly Bowery, and Tammy Mahlstedt.

**Approval of Minutes:** RD Marks moved to approve the February 25, 2014, meeting minutes as presented. Ke'lah Savage seconded the motion. All voted aye and the motion carried.

**Public Discussion/Comments:** The Board briefly discussed the following topics: Staffing and titles related to Accreditation; updating the radio in the Subaru; the purchase of a hand held radio for the office; the upcoming Child Protection Team meeting; the upcoming Public Health Emergency Preparedness exercise; and the training in Helena that Lilly participated in.

**Department Staffing, Advertisement, and Job Description:** Lilly Bowery, RN has been hired as the new Public Health Nurse. Christine Durham will retire on April 30, 2014, at which time the office will have only two staff members. The Board discussed the necessity of maintaining three full time employees in the Public Health Department. The challenge has been deciding what position needs to be filled. Dayna Leavens stated that since June of 2013, Christine Durham, RN, and Tammy Mahlstedt, Clerk, have been doing the work equivalent to 1.5 positions. She suggested revisiting current roles and responsibilities and compiling a job description for the third position. Douglas B. Young, Chair, discussed selecting a title that will not inhibit accreditation or future growth within the department. Discussion included different office structures in surrounding Counties; current roles and responsibilities; the advantages of cross training office staff; posting an advertisement; beginning the selection process before Christine retires; and the Madison County Salary Resolution. After much discussion the Board agreed that the position that would most appropriately fulfill the department needs is additional office help. The Board preferred to use the following titles: Public Health Nurse, Public Health Clerk, and a Public Health Assistant. The Board suggested that Christine Durham, Lilly Bowery, and Tammy Mahlstedt review current job descriptions, and performance duties, and present the proposed job descriptions to the Board of Commissioners, and the Board of Health for formatting, review, title selection, and approval.

**Board of Health Applicant:** Rachel Crismore, RN, met with the Board to discuss the application she submitted to serve on the Board of Health. RD Marks moved to approve submitting a recommendation to the Board of Commissioners requesting that Rachel Crismore be approved to serve on the Board of Health. Dayna Leavens seconded the motion. All voted aye and the motion carried.

**Next Regular Meeting:** The next regular Board of Health Meeting will be held on May 27, 2014, beginning at 4:00 p.m. at the Public Health Department in Virginia City, Montana.

With no further business, the meeting was adjourned at 6:30 p.m.

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Douglas B. Young, Chairman  
Madison County Board of Health

Date Approved: May 27, 2014  
Minutes prepared by:

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Tammy Mahlstedt, Billing Clerk and Office Manager

Attest: \_\_\_\_\_  
Peggy Kaatz Stemler, Clerk and Recorder, Madison County